

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2024
REORGANIZATION MEETING
WARWICK TOWNSHIP MUNICIPAL BUILDING**

SWEARING IN OF NEWLY ELECTED SUPERVISORS: District Justice Joe Stauffer administered the Oath of Office to Kelly Gutshall, Ken Kauffman, and Jeff Tennis.

Acting Chairman Kenneth Eshleman called to order the January 2, 2024 meeting of the Township supervisors to Order. In attendance were Supervisors Ken Eshleman, Ken Kauffman, Jeremy Strathmeyer, Kelly Gutshall, and Jeff Tennis. Also in attendance were Brian Harris, Township Manager; Joe Stauffer, Magisterial District Justice; Theresa Stauffer, 344 Balmer Road, Lititz; Sandra Kauffman, 111 Ciera Drive, Lititz; and Mark Gutshall, 22 Limestone Court, Lititz.

ELECTION OF OFFICERS FOR 2024:

- a. Chairman (conducts remainder of meeting)
- b. Vice-Chairman

B. Harris stated that the Board can vote on the election of the Chairman for 2024. Once the Chairman is elected they will run the remainder of the meeting. On a motion by K. Kauffman and seconded by Jeremy Strathmeyer, the Board unanimously approved Ken Eshleman as Chairman of the Board of Supervisors for 2024.

On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved Jeff Tennis as Vice-Chairperson of the Board of Supervisors for 2024.

SUPERVISORS & APPOINTED STAFF AUTHORIZED TO SIGN DISBURSEMENT/PAYROLL CHECKS:

- | | | |
|---------------------|------------------------|------------------------|
| a. Chairperson | c. Manager/Secretary | e. Assistant Treasurer |
| b. Vice-Chairperson | d. Assistant Secretary | |

On a motion by J. Strathmeyer and seconded by J. Tennis, the Board unanimously approved authorizing the Chairman, Vice-Chairman, Manager/Secretary, Assistant Secretary, and the Assistant Treasurer to sign all disbursements and payroll checks.

CERTIFY CONFERENCE DELEGATE AND ALTERNATE DELEGATE TO THE PSATS STATE CONFERENCE: B. Harris stated that the 2024 PSATS Conference is April 14 – 17, 2024 in Hershey. Last year the delegate was Ken Eshleman and the alternate was Ken Kauffman. K. Kauffman mentioned that he will not be able to attend this

year. On a motion by J. Tennis and seconded by J. Strathmeyer, the Board selected Ken Eshleman as delegate and Kelly Gutshall as alternate delegate to the PSATS State Conference.

RESOLUTION NO. 01-02-24-01 – AUTHORIZATION FOR PAYMENT OF PAYROLLS/BILLS PRIOR TO MEETING

APPROVALS: B. Harris stated that Resolution No. 01-02-24-01 authorizes the Township to pay bills in between meetings. He noted that this is a standard resolution that is adopted the beginning of each year. On a motion by J. Strathmeyer and seconded by J. Tennis the Board unanimously approved Resolution No. 01-02-24-01.

LIAISON RESPONSIBILITIES FOR THE FOLLOW AREAS:

- a. Administration – Eshleman
- b. Public Works – Strathmeyer
- c. Police Department – Strathmeyer
- d. Planning Commission – Gutshall
- e. Zoning Hearing Board – Eshleman
- f. Municipal Authority – Tennis
- g. Recreation Advisory Committee – Kauffman
- h. WESC – Tennis

On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved the liaison responsibilities as shown on the agenda.

RESOLUTION 01-02-24-02 – APPOINTMENTS:

- a. Brian Harris, Township Secretary/Treasurer/Manager/WTMA Administrator
- b. Patrick Barrett, Assistant Manager
- c. Barbara Kreider – Assistant Secretary/Right to Know Officer
- d. Greg Young – Assistant Treasurer
- e. Laura Bowman, Human Resources and Deputy Tax Collector
- f. Thomas Zorbaugh, Zoning Officer & Building Code Official (BCO)
- g. Billy Clauser, Planner/Assistant Zoning Officer
- h. Jason Minnich, Roadmaster/Public Works Supervisor
- i. Duane Ober, WESC Fire Commissioner and Warwick Township Emergency Management Coordinator
- j. Mike Smith, WESC Deputy Fire Commissioner
- k. Brett Fasnacht, Emergency Services Assistant and Deputy Emergency Management Coordinator
- l. William C. Crosswell Esq., Morgan, Hallgren, Crosswell & Kane, Township Solicitor
- m. Neil Albert, Attorney at Law, Zoning Hearing Board Solicitor
- n. Alternate Zoning Hearing Board Solicitor(s) – Attorney Jennifer Mejia, Attorney Dwight Yoder, Attorney Matthew Crème
- o. Charles Haley, ELA Group, Inc., Township Engineer
- p. Ed Van Arsdale, ARRO Engineering, Alternate Township Engineer
- q. PA Local Government Investment Trust, Depository
 - a. JBT Bank, Temporary Depository
- r. Vacancy Board – Gary Lefever
- s. Planning Commission (Four Year Term)
 - a. Dale Keeney – 12/31/2027

Board of Supervisors

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- b. Bob Kornman – 12/31/2027
- c. Mike Wetherhold – 12/31/2025
- d. Larry Sheckler, Alternate – 12/31/2024
- t. Zoning Hearing Board (Five Year Term)
 - a. Brett Nolt, Alternate – 12/31/2024
- u. Third Party Inspection Services:
 - a. Associated Building Inspections, Inc.
 - b. Building Inspection Underwriters
 - c. Code Administrators, Inc.
 - d. Commonwealth Code Inspection Service, Inc.
- v. UCC Appeals Board
 - a. Don Engle – 12/31/2024
 - b. Gary Lefever, alternate – 12/31/2024
- w. Recreation Advisory Committee
 - a. Ron Stief – WRRRC Director (1 year) – 12/31/2024
- x. Veteran's Honor Park Advisory Committee
 - a. Jeremy Strathmeyer – 12/31/2027
 - b. Matt Knouse – 12/31/2027
 - c. Paul Bucher – 12/31/2025
 - d. Kelly Mountain – 12/31/2025
 - e. Duane Ober – 12/31/2024
- y. Len Spencer – Sewage Enforcement Officer
- z. David Miller Associates – Alternate Sewage Enforcement Officer – Doug Cwienk/Charity Hain
- aa. Brown Plus – Appointed Auditor
- bb. LCTCB Representative – Brian Harris
- cc. NLCRPC – Jeremy Strathmeyer/Ken Eshleman
- dd. Lititz recCenter Board of Directors – Jeff Tennis
- ee. LRWA – Kelly Gutshall

B. Harris stated that the appointments for 2024 are reflected on the agenda. He did mention the addition of Ken Eshleman to the NLCRPC and the Veteran's Honor Park Advisory Committee members. In addition to that, all the members on our Zoning Hearing Board, Planning Commission, and Authority all agreed to stay on. Harris also stated that Larry Sheckler will be appointed the alternate for the Planning Commission, replacing Mike Wetherhold who took Craig Kimmel's spot on the board. There was a brief discussion on adding LRWA to the list of appointments for 2024. Kelly Gutshall was added as the delegate to LRWA. On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved Resolution 01-02-24-02 with the noted additions.

COMMITTEE/COMMISSION ASSIGNMENTS:

- a. Regional Strategic Coordinating Committee – Ken Kauffman/Ken Eshleman/Kelly Gutshall
- b. Regional Economic Development Committee – Ken Eshleman
- c. Regional Transportation Committee – Jeff Tennis/Kelly Gutshall
- d. Police Pension Committee – Tony Chivinski (citizen representative)
- e. WRRRC – Ken Kauffman/Kelly Gutshall
- f. WESC – Jeffrey Tennis

B. Harris mentioned that the Regional Strategic Coordinating Committee and the Regional Economic Development Committee and the Transportation Committee are all part of the comprehensive plan. Once the Township formally adopts the comprehensive plan and exit if any of those committee names or titles would change we would just amend that. On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved the committee/commission assignments as presented.

CONSIDER RESOLUTION 01-02-24-03 DECLARING THE TOWNSHIP'S INTENT TO FOLLOW THE PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON 12/16/2008

AND AMENDED ON 7/23/2009: B. Harris stated that Resolution 01-02-24-03 is a resolution adopting the disposition of records as set forth in the PA Municipal Records Manual. We typically dispose of documents annually whether they are financial or residentially related. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously approved Resolution 01-02-24-03.

CONSIDER RESOLUTION 01-02-24-04 TO AUTHORIZE THE TOWNSHIP MANAGER/TOWNSHIP SECRETARY TO EXECUTE DOCUMENTS ON BEHALF OF THE TOWNSHIP AND TO ACT AS PROJECT COORDINATOR: B. Harris stated that this resolution authorizes the Township Manager/Township Secretary to execute documents on behalf of the Township and act as project coordinator for any authorized grant applications or any other documents that the Board approves. On a motion by J. Strathmeyer and seconded by K. Kauffman, the Board unanimously approved Resolution 01-02-24-04.

CONSIDER RESOLUTION 01-02-24-05 TO AUTHORIZE ANCILLARY ACTIVITIES BY VOLUNTEER FIRE COMPANIES:

B. Harris stated that this is our standard resolution authorizing the ancillary activities by the volunteer fire companies that operate in Warwick Township. This covers workman's comp as well as lists some of the major functions that the fire companies do. Anything outside of those events that are listed we would typically approve as a special event. On a motion by K. Gutshall and seconded by J. Tennis, the Board unanimously approved Resolution 01-02-24-05.

CONSIDER RESOLUTION 01-02-24-06 TO ADOPT THE ANNUAL FEE SCHEDULE: B. Harris stated that this resolution is the Township annual fee schedule. The fee schedule is very similar to last year. We did make 2 changes on the fee schedule. Above grade screened in porches, decks, and patios was \$.15 a square foot with a minimum of \$100.00. We did bump that fee to \$150.00. We have been chagrining \$400.00 for alternative energy/solar and in this fee resolution we broke it out so if \$250,000.00 or less it is a \$400.00 permit, if it is between \$250,000.00 and \$500,000.00 it is a \$600.00 permit, and then \$500,000.00 or more it is a \$1,000.00 permit. K. Kauffman suggested that next year we evaluate what other townships are charging. On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved Resolution 01-02-24-06.

CONSIDER SERVICE CONTRACT WITH LITITZ FIRE COMPANY, ROTHSVILLE FIRE COMPANY, BRUNNERVERVILLE FIRE COMPANY, AND WARWICK AND ROTHSVILLE AMBULANCE: The service contracts are with Lititz Fire Company, Rothsville Fire Company, and Brunnerville Fire Company, as well as the Warwick Ambulance and the Rothsville Ambulance. These service contracts try to maintain key performance indicators and call out the responsibilities of the participating fire companies. Also included in there is the apparatus replacement plan for each municipality. We allocate a substantial amount of money for apparatus. K. Eshleman asked if we receive annual financial statements from Warwick Ambulance as well as the others. Brian will look into the ambulance financial

statements. There was a discussion regarding Warwick and Rothsville ambulance associations and what information the Township should be seeing from each of them. K. Gutshall asked if the Deputy Emergency Management Coordinator was a new position. B. Harris stated that we have a mutual relationship that in D. Ober's absence she can serve as the Emergency Management Coordinator. Duane Ober is also the Deputy for East Hempfield so when Diane is absent from there Duane will fill in. On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved the service contracts for Lititz Fire Company, Rothsville Fire Company, Brunnerville Fire Company, Warwick Ambulance and Rothsville Ambulance contingent on B. Harris getting additional information to the Board regarding the finances of Warwick Ambulance and Rothsville Ambulance.

2024 WTMA WATER & SEWER RATE CHANGES: B. Harris mentioned that the authority did vote to increase the water and sewer rates for 2024. The water rate structure changed a bit, it is \$24.53 for a service charge and then you are billed per 1,000 gallons. In late 2022 we started a rate study with Keystone and as part of that study we looked at a variety scenarios and ultimately that is what the authority decided on. Although nobody likes to increase rates, our rates are still very competitive. We are trying to educate customers and if they have questions we will be happy to sit down with them and explain our capital needs, capital planning, and why we needed to make an increase. The last time there was a rate increase was in 2009. There was a discussion regarding fees and the budget for 2024.

PSATS NEWSBULLETIN – DECEMBER 2023 EDITION: Included for general information.

2024 PSATS CONFERENCE – APRIL 14-17, 2024: Included for general information.

RICK JACKSON RETIREMENT FROM ELA: There will be a celebration in late January at the White Swan.

NEXT MEETING: Wednesday, January 17, 2024 at 7:00 p.m.

ADJOURNMENT: On a motion by J. Strathmeyer and seconded by J. Tennis, the meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Brian Harris
Township Manager